

**REPORT OF THE AUDIT OF THE  
HICKMAN COUNTY  
SHERIFF**

**For The Year Ended  
December 31, 2009**



**CRIT LUALLEN  
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## **EXECUTIVE SUMMARY**

### **AUDIT EXAMINATION OF THE HICKMAN COUNTY SHERIFF**

**For The Year Ended  
December 31, 2009**

The Auditor of Public Accounts has completed the Hickman County Sheriff's audit for the year ended December 31, 2009. Based upon the audit work performed, the financial statement presents fairly, in all material respects, the revenues, expenditures, and excess fees in conformity with the regulatory basis of accounting.

#### **Financial Condition:**

Excess fees increased by \$2,381 from the prior year, resulting in excess fees of \$10,373 as of December 31, 2009. As of audit report date, the Sheriff owes the fiscal court excess fees of \$3,941. Revenues increased by \$8,793 from the prior year and expenditures increased by \$6,412.

#### **Report Comment:**

- The Hickman County Sheriff's Office Lacks An Adequate Segregation Of Duties

#### **Deposits:**

The Sheriff's deposits were insured and collateralized by bank securities.



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**CRIT LUALLEN**  
**AUDITOR OF PUBLIC ACCOUNTS**

The Honorable Greg Pruitt, Hickman County Judge/Executive  
The Honorable John Turner, Hickman County Sheriff  
Members of the Hickman County Fiscal Court

Independent Auditor's Report

We have audited the accompanying statement of revenues, expenditures, and excess fees - regulatory basis of the Sheriff of Hickman County, Kentucky, for the year ended December 31, 2009. This financial statement is the responsibility of the Sheriff. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the Sheriff's office prepares the financial statement on a regulatory basis of accounting that demonstrates compliance with the laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the revenues, expenditures, and excess fees of the Sheriff for the year ended December 31, 2009, in conformity with the regulatory basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued our report dated July 8, 2010 on our consideration of the Hickman County Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.



The Honorable Greg Pruitt, Hickman County Judge/Executive  
The Honorable John Turner, Hickman County Sheriff  
Members of the Hickman County Fiscal Court

Based on the results of our audit, we have presented the accompanying comment and recommendation, included herein, which discusses the following report comment:

- The Hickman County Sheriff's Office Lacks An Adequate Segregation Of Duties

This report is intended solely for the information and use of the Sheriff and Fiscal Court of Hickman County, Kentucky, and the Commonwealth of Kentucky and is not intended to be and should not be used by anyone other than these interested parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen  
Auditor of Public Accounts

July 8, 2010



HICKMAN COUNTY  
JOHN TURNER, SHERIFF  
STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS

For The Year Ended December 31, 2009

Revenues

|  |    |        |         |
|--|----|--------|---------|
| State - Kentucky Law Enforcement Foundation Program Fund | \$ | 4,432  |         |
| State Fees For Services:                                 |    |        |         |
| Finance and Administration Cabinet                       | \$ | 43,840 |         |
| Cabinet for Health and Family Services                   |    | 100    |         |
| Sheriff Security Service                                 |    | 5,042  | 48,982  |
|  |    |        |         |
| Circuit Court Clerk:                                     |    |        |         |
| Fines and Fees Collected                                 |    | 1,560  |         |
| Court Ordered Payments                                   |    | 700    | 2,260   |
|  |    |        |         |
| Fiscal Court   |    |        | 25,619  |
| County Clerk - Delinquent Taxes                          |    |        | 555     |
| Commission On Taxes Collected                            |    |        | 74,413  |
| Fees Collected For Services:                             |    |        |         |
| Auto Inspections   |    | 2,205  |         |
| Accident and Police Reports                              |    | 95     |         |
| Serving Papers   |    | 7,341  |         |
| Add-on Fees  |    | 10,213 |         |
| Carrying Concealed Deadly Weapon Permits                 |    | 1,280  | 21,134  |
|  |    |        |         |
| Other:   |    |        |         |
| Transporting   |    | 1,088  |         |
| Jury Meals   |    | 311    |         |
| Miscellaneous  |    | 536    | 1,935   |
|  |    |        |         |
| Interest Earned  |    |        | 446     |
| Borrowed Money:  |    |        |         |
| State Advancement  |    |        | 28,258  |
|  |    |        |         |
| Total Revenues   |    |        | 208,034 |

The accompanying notes are an integral part of this financial statement.

HICKMAN COUNTY  
 JOHN TURNER, SHERIFF  
 STATEMENT OF REVENUES, EXPENDITURES, AND EXCESS FEES - REGULATORY BASIS  
 For The Year Ended December 31, 2009  
 (Continued)

Expenditures

Operating Expenditures:

Personnel Services-

|                          |    |        |
|--------------------------|----|--------|
| Deputies' Gross Salaries | \$ | 31,611 |
| Part-Time Salaries       |    | 36,544 |

Employee Benefits-

|                                  |       |
|----------------------------------|-------|
| Employer's Share Social Security | 2,855 |
| Employer's Share Retirement      | 557   |
| Employer Paid Health Insurance   | 741   |

Contracted Services-

|                |     |
|----------------|-----|
| Advertising    | 687 |
| Contract Labor | 615 |

Materials and Supplies-

|                               |       |
|-------------------------------|-------|
| Office Materials and Supplies | 1,726 |
| Uniforms                      | 872   |
| Telephone                     | 3,747 |
| Radio Expense                 | 250   |

Auto Expense-

|         |        |
|---------|--------|
| Mileage | 19,463 |
|---------|--------|

Other Charges-

|  |       |
|--|-------|
| Postage                                  | 1,525 |
| Carrying Concealed Deadly Weapon Permits | 120   |
| Jury Meals                               | 418   |
| Miscellaneous                            | 640   |

\$ 102,371

Debt Service:

State Advancement

28,258

Total Expenditures

\$ 130,629

Net Revenues

77,405

Less: Statutory Maximum

67,032

Excess Fees Due County for 2009

10,373

Payment to Fiscal Court - February 1, 2010

6,432

Balance Due Fiscal Court at Completion of Audit

\$ 3,941

The accompanying notes are an integral part of this financial statement.

HICKMAN COUNTY  
NOTES TO FINANCIAL STATEMENT

December 31, 2009

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of revenues over expenditures to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

KRS 64.820 directs the fiscal court to collect any amount, including excess fees, due from the Sheriff as determined by the audit. KRS 134.310 requires the Sheriff to settle excess fees with the fiscal court at the time he files his final settlement with the fiscal court.

The financial statement has been prepared on a regulatory basis of accounting, which demonstrates compliance with the laws of Kentucky and is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this regulatory basis of accounting revenues and expenditures are generally recognized when cash is received or disbursed with the exception of accrual of the following items (not all-inclusive) at December 31 that may be included in the excess fees calculation:

- Interest receivable
- Collection on accounts due from others for 2009 services
- Reimbursements for 2009 activities
- Tax commissions due from December tax collections
- Payments due other governmental entities for payroll
- Payments due vendors for goods or services provided in 2009

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

HICKMAN COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2009  
(Continued)

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a cost-sharing, multiple-employer, defined benefit pension plan that covers all eligible full-time employees and provides for retirement, disability, and death benefits to plan members. Benefit contributions and provisions are established by statute.

Nonhazardous covered employees are required to contribute 5 percent of their salary to the plan. Nonhazardous covered employees who begin participation on or after September 1, 2008 are required to contribute 6 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 13.50 percent for the first six months and 16.16 percent for the last six months of the year.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65. Nonhazardous employees who begin participation on or after September 1, 2008 must meet the rule of 87 (members age plus years of service credit must equal 87, and the member must be a minimum of 57 years of age) or the member is age 65, with a minimum of 60 months service credit.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report which is a matter of public record. This report may be obtained by writing the Kentucky Retirement Systems, 1260 Louisville Road, Frankfort, Kentucky 40601-6124, or by telephone at (502) 564-4646.

Note 3. Deposits

The Hickman County Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC) as required by KRS 66.480(1)(d). According to KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution.

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a depository institution failure, the Sheriff's deposits may not be returned. The Hickman County Sheriff does not have a deposit policy for custodial credit risk but rather follows the requirements of KRS 41.240(4). As of December 31, 2009, all deposits were covered by FDIC insurance or a properly executed collateral security agreement.

HICKMAN COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2009  
(Continued)

Note 4. Drug Fund

The Hickman County Sheriff's Office maintains a Drug Fund Account as set forth by KRS 218A.435. The account is funded by court-ordered forfeitures of money and/or property. The funds are to be used for various law enforcement operations and equipment to fight against drug problems in Hickman County. As of January 1, 2009, the Drug Fund had a balance of \$7,259. During the year, funds of \$5,206 were received and \$585 was expended, leaving an ending balance of \$11,880 as of December 31, 2009.

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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL  
STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS







**CRIT LUALLEN**  
**AUDITOR OF PUBLIC ACCOUNTS**

The Honorable Greg Pruitt, Hickman County Judge/Executive  
The Honorable John Turner, Hickman County Sheriff  
Members of the Hickman County Fiscal Court

Report On Internal Control Over Financial Reporting And  
On Compliance And Other Matters Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards

We have audited the statement of revenues, expenditures, and excess fees - regulatory basis of the Hickman County Sheriff for the year ended December 31, 2009, and have issued our report thereon dated July 8, 2010. The Sheriff's financial statement is prepared in accordance with a basis of accounting other than generally accepted accounting principles. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Hickman County Sheriff's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the Sheriff's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Sheriff's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as described in the accompanying comment and recommendation, we identified a certain deficiency in internal control over financial reporting that we consider to be a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying comment and recommendation to be a material weakness.

- The Hickman Sheriff's Office Lacks An Adequate Segregation Of Duties



Report On Internal Control Over Financial Reporting And  
On Compliance And Other Matters Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards  
(Continued)

Compliance And Other Matters

As part of obtaining reasonable assurance about whether the Hickman County Sheriff's financial statement for the year ended December 31, 2009, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of management, the Hickman County Fiscal Court, and the Department for Local Government and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen  
Auditor of Public Accounts

July 8, 2010

COMMENT AND RECOMMENDATION



HICKMAN COUNTY  
JOHN TURNER, SHERIFF  
COMMENT AND RECOMMENDATION

For The Year Ended December 31, 2009

INTERNAL CONTROL - SIGNIFICANT DEFICIENCY AND MATERIAL WEAKNESS:

The Hickman County Sheriff's Office Lacks An Adequate Segregation Of Duties

A proper segregation of duties consists of separate employees being responsible for custody of assets, recording transactions, and reconciling accounts. During our review of the internal control system of the Hickman County Sheriff's Office, we noted that the bookkeeper performs all these accounting functions. She collects fees, prepares deposits, signs checks, records amounts in the ledgers, and prepares monthly bank reconciliations. Since the sheriff's office only has the one office employee, a proper segregation of duties is not possible. Compensating controls are controls that limit the severity of this control deficiency by mitigating the effects on the control environment. However, they do not eliminate the control deficiency. No documented compensating controls were noted during our review of the internal control system. In order to help compensate for the lack of segregation of duties, we recommend that the sheriff establish the following compensating controls and initial documents for evidence of their existence.

- The Sheriff should periodically open receipts by mail, prepare a list of receipts and agree to daily checkout sheet.
- The Sheriff should periodically compare daily bank deposits to daily checkout sheet and receipts ledger.
- The Sheriff should periodically perform a surprise cash count.
- The Sheriff should periodically agree invoices with payments.
- The Sheriff should compare salaries reported on quarterly report to the individual earnings records for accuracy.
- The Sheriff should periodically compare bank reconciliation to balance in checkbook.
- The Sheriff should compare quarterly report to the receipts and disbursements ledgers.

*Sheriff's Response: None.*

